

## City of Gardner Position Description

### PROJECT STAFF ENGINEER – PUBLIC WORKS

*Position Title:* Staff Engineer – Public Works  
*Department:* Public Works – Engineering Division  
*Reports To:* City Engineer  
*Salary Range:* 7  
*FLSA Status:* Exempt (not eligible for overtime pay)  
*Last Update:* September 12, 2007

#### **Job Summary:**

The Staff Engineer – Public Works is responsible for planning, implementing, and managing engineering aspects of the City's infrastructure with a strong emphasis in planning, implementing, and managing storm water systems, coordinating the development review process, and approving all plans.

#### **Job Scope:**

The Staff Engineer – Public Works Staff Engineer works under the supervision of the City Engineer. This position coordinates activities of the Engineering Technicians.

#### **Essential Duties and Responsibilities:**

- Reviews all storm water projects.
- Participates in the plan review process and coordinates the review of all site plans and subdivision construction plans.
- Coordinates construction inspection for public improvements.
- Assists the preparation of the budget for the Engineering Division.
- Assists in the preparation of the Capital Improvement Plan for streets, storm water, and other public infrastructure.
- Assists in maintaining and updating standard specifications, official maps, utility records, and easement and utility right-way descriptions.
- Develops, maintains and administers the storm water management plan.
- Provides technical support to other Public Works divisions, other City departments, developers and builders on all City infrastructures with emphasis on the storm water systems.
- Assists with municipal compliance efforts associated with the Clean Water Act.
- Meets and confers with the public, developers, and contractors in regard to proposed development or problems relating to development.
- Assists in making presentations to the City Council, Planning Commission, and citizens groups.
- Supervises subordinate Engineering Technicians.
- Performs other related duties as deemed necessary or as required.

#### **Education, Certification and Experience Requirements:**

Bachelor of Science degree in Engineering (preferably in civil engineering or with a strong emphasis on civil engineering) and IE certification with a minimum of 2 years experience in review and/or design and construction of all public infrastructure with emphasis in hydrologic engineering or any equivalent combination of training and experience that provides the required knowledge, ability, and skill. Requires possession of a valid drivers license.

#### **Skills, Knowledge and Abilities:**

A thorough knowledge of the materials, testing methods, and practices used in the design and construction of public improvement projects. Knowledge of the City standards for public improvement projects; considerable knowledge of City codes and subdivision regulations. Knowledge of federal, state, and local regulations pertaining to storm water discharge and water quality and an understanding of ecological principles associated with watershed management. Proficiency in the use of a personal computer with skills in Microsoft Windows and Microsoft Office products and the ability to operate storm water modeling

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programs and applicable engineering programs. Ability to supervise and coordinate the work of subordinate personnel. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, city officials, outside agencies, and the general public.

### **Tools and Equipment Used:**

Personal computer including word processing and spreadsheet applications; telephone; copier; facsimile, and vehicle.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, ability to occasionally lift and/or move up to 20 pounds, and the ability to work safely in hazardous situations. While performing the duties of this job, the employee is also required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

### **Selection Guidelines:**

Formal application; rating of education and experience; oral interview and reference check. Job related tests may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.